



How to use the Scan & Print
feature in Click & Drop

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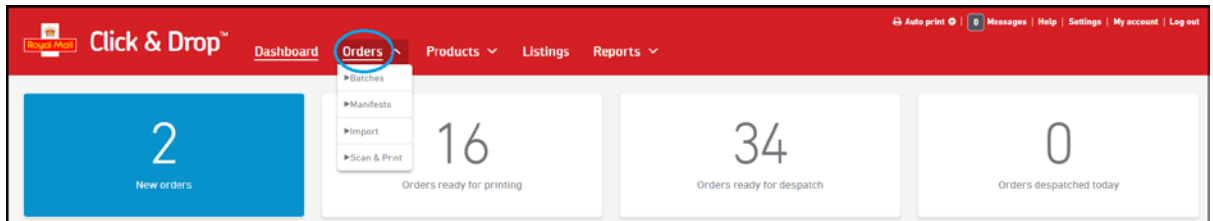
Scan & Print is an optional feature to assist with the packing of your products.

With it, you can scan barcodes printed on your despatch notes, and then instantly generate the correct labels for your orders.

NB: Despatch notes can only be generated for orders in the 'Postage applied' status.

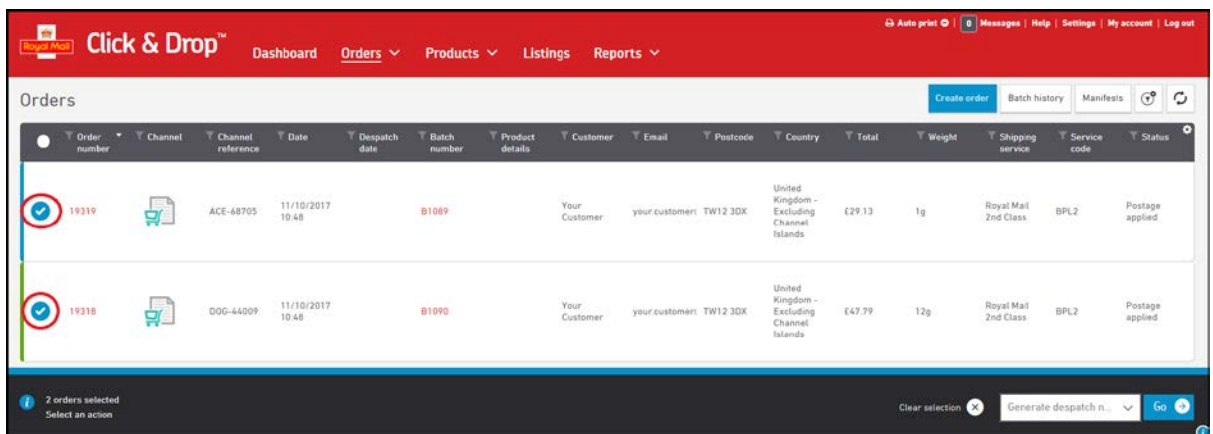
Generating your despatch notes

Click the 'Orders' tab to view your orders.

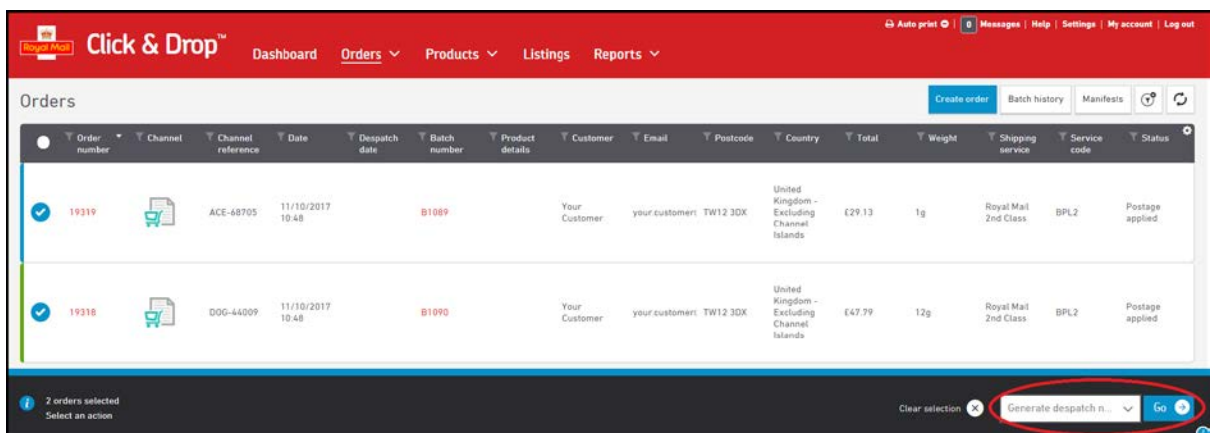


Select the orders you want to generate despatch notes for, by ticking in the grey circles beside the relevant order/orders.

NB: Despatch notes can only be generated for orders in the 'Postage applied' status



In the 'Select an action' drop down box in the bottom right hand corner of the page, select 'Generate despatch notes' and click on 'Go'.



Your despatch notes will be generated ready for you to print so that that you can use them to scan the barcode.

Your Company

Shipping Address

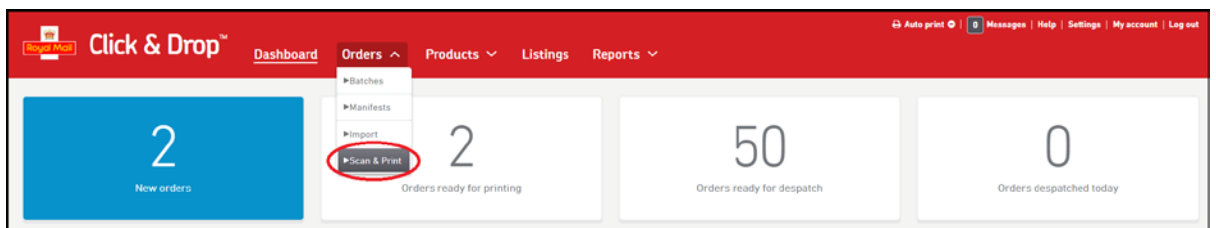
Your Customer
31 Ferguson Drive
Mapperley
Stockton-on-Tees
TW12 3DX
United Kingdom

Order Number: 19318
Channel Ref: DOG-44009
Despatch Date: 11/10/2017

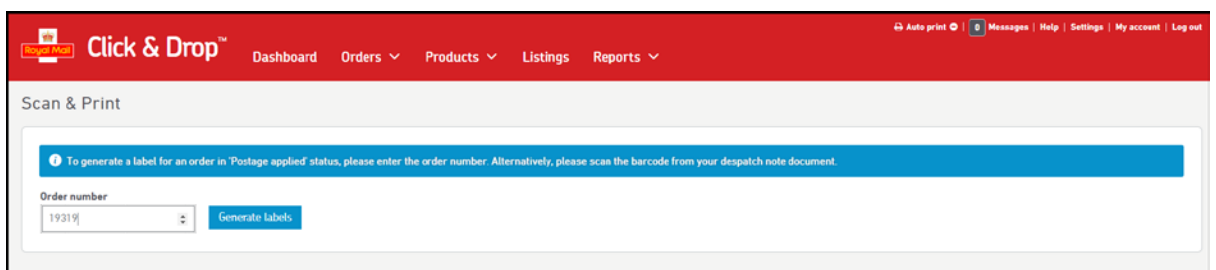


Generating your labels using 'Scan & Print'

To scan the barcodes and generate your labels, from the 'Orders' tab, click on 'Scan & Print'.



You will be taken to the 'Scan and Print' page. Simply scan the barcode on your despatch note, and the order number will be displayed in the 'Order number' field.



Now, click the 'Generate labels' button.

Alternatively, you can manually type the order number and then click on the 'Generate labels' button.